

The Local Unit Plan Review procedure shall be described in items A through E.

A. For any project that is required to obtain a Construction Design Release (CDR), the Owner, or owner's agent (Owner), may obtain a CDR from the State of Indiana's Fire and Building Safety Department (State) **OR** a local unit as classified in section (B) with plans examiner qualifications defined in section (C) of this rule. A local unit may defer the issuance of a CDR for any project to the State regardless of unit classification found in section (B) of this rule. Should any local unit qualified under section (B)(1) or (B)(2) choose to defer the issuance of a CDR to the State, said unit shall follow the procedures set out under sections (B)(3) for the project.

1. A Memorandum of Understanding between the State and a local unit must be in place prior to any local unit issuing a CDR.
2. The local unit entering into a memorandum of understanding with the State in order to issue CDRs is responsible for:
 - (a) presenting qualified staff members to the State,
 - (b) presenting new staff members that have achieved qualifications,
 - (c) maintaining staff at the appropriate level, and
 - (d) immediately notifying the State should staffing levels not meet the qualifications found in Section (C) of this rule.
3. Failure to comply with section (A)(2) may result in suspension or revocation of the Memorandum of Understanding allowing a local unit to issue a CDR.

B. Local Unit Classifications:

1. Tier I Local Unit. A Tier I local unit may issue a CDR for projects in all occupancy groups. The Owner may request that the local unit issue a CDR **OR** may request that the CDR be issued by the State. Should the State issue the CDR, the local unit shall follow the procedures found in Section (B)(3).
2. Tier II Local Unit. A Tier II local unit may issue a CDR for all occupancy groups except H and I occupancies. The Owner may request that the local unit issue a CDR for all use groups other than H and I, **OR** may have the CDR

issued by the State for all occupancy groups. A Tier II Local unit shall not issue a CDR for H and I Occupancies. Should the state issue the CDR, or for projects in Occupancy groups H and I, the Local unit shall follow the procedures found in Section (B)(3).

3. Tier III Local Unit. A Tier III local unit shall not issue a CDR. All local units without a Memorandum of Understanding as described in Section (A) of this rule shall be considered a Tier III local unit.

- (a) Should the local unit preform a plan review, to the greatest extent possible, the plan review shall be performed concurrently with the CDR review occurring at the State plan review,
- (b) the local reviewer shall send all plan review comments to the state reviewer and the Design Professional, or for projects with no Design Professional, the Owner; and
- (c) the issuance of a CDR by the State need not be held for local review comments.

C. Local Unit Plans Examiner Qualifications:

1. Tier I Local Unit plans examiner.

- (a) A Tier I plans examiner shall be a registered design professional **OR** a staff member(s) that has obtained and currently holds both a Building Plans Examiner certification and a Certified Building Official designation as defined and maintained by the International Code Council. Certifications shall be held in the same person(s), and that person(s) shall be the plans examiner of record for all projects required to obtain a CDR.
- (b) A qualified plans examiner in accordance with section (C)(2)(a) may preform plan reviews for a Tier I local unit under the direct supervision of a staff member qualified in accordance with Section (C)(1)(a). This staff member may perform plan reviews in accordance with the local unit classification.

2. Tier II Local Unit plans examiner.

- (a) A Tier II plans examiner shall be a registered design professional **OR** shall have obtained and currently hold a Building Plans Examiner Certification as defined and maintained by the International Code Council. The Tier II Plans Examiner shall be the plans examiner of record for all projects required to obtain a CDR.
- (b) A qualified plans examiner in accordance with section (C)(3)(a) may preform plan reviews for a Tier II local unit under the direct supervision of a staff member qualified in accordance with Section (C)(2)(a). This staff member may perform plan reviews in accordance with the local unit classification.
- 3. Tier III local Unit plans examiner.
 - (a) A Tier III plans examiner has no certification requirements.
- 4. As referenced above in Section (C) of this rule, a Registered Design Professional shall be defined as an architect registered under IC 25-4 or a professional engineer registered under IC 25-31, and shall qualify for all plans examiner positions within a local unit classified in section (B) of this rule. Unless otherwise imbued by the state building commission, local unit plans examiners that are not registered design professionals shall obtain and maintain the certifications described in section (C)(1) or (C)(2) and have a Bachelor's Degree in a related field, such as Architecture, Construction Science, Public Administration, or structural or building systems Engineering **OR** five (5) years' experience in a construction related field such as building inspection, fire inspection, or contracting.

D. The State will have the ability to perform an audit of a local units plan reviews completed for the issuance of a CDR. Failure to comply with the provisions of this rule or meet a minimum standard of review quality may result in suspension or revocation of the Memorandum of Understanding allowing a local unit to issue a CDR.

- 1. Semi-annually the local unit shall provide a report that contains information on all cases reviewed for issuance of a CDR, a copy of the CDR issued, and a list of plans examiners qualified under Section (C) with the expiration date for

each required certification or design professional registration. The State may present each jurisdiction with a report date so long as the reporting period is not longer, or shorter, than 6 months between reports.

2. IDHS will have the ability to review and request additional information on any and all of the cases in order to audit the accuracy and detail of the reviews.
 - (a) Issues identified by IDHS on local unit review as short-comings shall be documented and returned in a report to the Local Unit.
 - (b) The local unit shall have the ability to review and respond to any items on the report prior to the report becoming finalized.
 - (c) Failure to rectify documented issues within 90 days, from the date of the final report, may result in suspension or revocation of the Memorandum of Understanding allowing a local unit to issue a CDR.
3. Failure to consistently meet required turn-around times, as specified by HEA 1301, may result in revocation of the Memorandum of Understanding allowing a local unit to issue a CDR.
4. Commission may suspend or revoke any Memorandum of Understanding in cases of emergency.

E. Fees and Responsibilities:

1. Fees shall be remitted to the appropriate agency in accordance with the published fee schedules.
2. The State shall maintain a central record of CDR's issued by the State and local units.
3. If the local unit is responsible for the issuance of the CDR in accordance with sections (A) and (B) of this rule, it shall remit funds to the Statewide Fire and Building Safety Education Fund established in IC 22-12-6-3. The funds shall be remitted in the amount described in 675 IAC 12-3-7, regardless of the local unit's published fee schedule.